



CITY OF ATLANTA

Job Announcement

HUMAN RESOURCES SPECIALIST, SENIOR

STARTING SALARY: \$36,326

Salary Grade: 17

Applications Accepted From: August 15, 2005 until August 26, 2005

Minimum Job Requirements*

Persons applying must have an associate's degree in Business/Public Administration or related field and four years of paraprofessional human resources experience; or an equivalent combination of education, training, and experience. Experience assisting in labor relations' investigations is preferred.

Duties of the Job:

This employee performs technical and paraprofessional personnel functions within an assigned department. Duties include, but are not limited to: assisting in the investigation of labor relations issues; processing employee disciplinary actions; reviewing the performance appraisals for completeness and accuracy to ensure proper documentation; assisting with the processing of worker compensation claims; generating and typing forms and reports; ensuring the timely completion and processing of forms; maintaining records of IOJ's, grievances, etc.; maintaining files; preparing various types of reports; assisting with the recruitment and interviewing process; and performing other related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

*Verification is required prior to appointment.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

**CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES**

APPLICATION SUPPLEMENT FOR: **HUMAN RESOURCES SPECIALIST, SENIOR**

YOUR NAME: _____ DATE: _____

SOCIAL SECURITY #: _____ - _____ - _____

1. EDUCATION - Place a check mark (✓) in the box by each item that applies.

BACHELOR'S DEGREE

Date Diploma Conferred

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Business Administration | _____ |
| <input type="checkbox"/> Public Administration | _____ |
| <input type="checkbox"/> Industrial Management | _____ |
| <input type="checkbox"/> Political Science | _____ |
| <input type="checkbox"/> Bachelor--Other (Specify): | _____ Date Conferred: _____ |

ASSOCIATE'S DEGREE

Date Diploma Conferred

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Business/Public Administration | _____ |
| <input type="checkbox"/> Accounting | _____ |
| <input type="checkbox"/> Other Major (Please Specify): | _____ Date Conferred: _____ |

2. Please describe your experience which involved assisting in the investigation of labor relation issues:

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)

YOUR DUTIES & RESPONSIBILITIES: _____
